



**SPECIFICATION FOR:
DIRECTOR – MISSOURI DEPARTMENT OF TRANSPORTATION**

I. OUR CLIENT:

We represent the Missouri Highways and Transportation Commission (MHTC) which is a constitutional bi-partisan commission appointed by the Governor and consists of high profile business and civic leaders. MHTC is in charge of the Missouri Department of Transportation (MoDOT) which is a non-partisan state department of transportation. Due to the agency's mission, results oriented culture, structure, and funding sources, MoDOT focuses on business concepts and customer service in a manner similar to the private sector. The agency has responsibilities for the major transportation mode alternatives available to Missourians which include highways, aviation, waterways, transit, railroads, and non-motorized transportation. These responsibilities involve the planning, design, construction, operation, and maintenance of the 33,000-mile state highway system, which includes 10,000 bridges. Motor carrier services and highway safety are also responsibilities of the agency. Federal and constitutionally dedicated state revenues from motor vehicle fuel taxes, vehicle license and registration fees, and motor vehicle sales tax fund the state highway system. MoDOT provides planning and financial assistance for the other various transportation modes primarily from federal funds and state general revenue appropriations. The FY 2011 budget is \$2.8 billion (\$2 billion for program expenditures and \$800 million for internal operating budget); and the total staff size is over 6,200 full-time employees statewide.

II. REPORTING RELATIONSHIP:

Reports to: The MHTC, as noted above.

Supervises: The subordinate organization reporting to the Director includes approximately 1,200 employees at the central office in Jefferson City, and 5,000 employees located in ten districts around the state. Each of these districts is accountable for approximately 10% of the total road mileage in the state highway system.

III. PRINCIPAL RESPONSIBILITIES:

The Director provides department leadership, and coordinates all of MoDOT's functions to ensure goal attainment. The Director is responsible for providing the Commission with policy guidance, goals, and action options for Commission discussion, review, and adoption; honors and delivers on Commission commitments, direction, and customer satisfaction; understands funding sources and pursues innovative financing methods; considers industry trends and innovations, acts as the primary department spokesperson and partner with federal, state, and local constituents as well as metropolitan planning organizations and regional planning commissions; serves as the primary contact with the Commission on matters of policy implementation and overall direction of the organization; builds and maintains effective partnerships with elected officials and other state agencies; ensures effective coordination of public relations with regard to all internal and external aspects of the organization; interacts directly with the public and the press; and serves as the primary "face" of the organization.

IV. QUALIFICATIONS:

EDUCATION

An undergraduate degree is required in a discipline appropriate to the responsibilities of this position, such as business administration, public administration, or engineering. An advanced degree is desired.

EXPERIENCE

Knowledge of the transportation industry and related needs at the state and federal level.

An understanding of funding issues, innovative financing, and alternative construction delivery processes is desirable.

An outstanding track record in management, and demonstrated expertise in government relations and public affairs.

At least five years experience in a senior level, executive management role. This should include:

- Proven leadership skills, including a positive history of working collaboratively to establish rapport and credibility among the staff, multiple stakeholders, and legislators.
- A proven track record of directing and coordinating a diverse, multi-faceted organization.
- Demonstrated success with driving results through organizational performance management practices, innovation, accountability, trust and empowerment of employees at all levels.
- Fiscal accountability demonstrated by successful revenue generation and internal efficiency.
- An effective and persuasive public speaker with positive experience dealing with the media.
- Experience with the public sector is highly desired.

The selected finalist must be a U.S. citizen and be or become a resident of the state of Missouri.

PERSONAL ATTRIBUTES

A person of high personal integrity (honest, trustworthy, sincere, respectful, empathetic) with good common sense, compassion, and a willingness to embrace and model MoDOT's departmental values.

Progressive leadership ability, as exemplified by thinking strategically and acting tactically.

A results-oriented personality with strong energy and drive, who is a salesperson, and who has the ability to inspire and motivate others.

A high degree of political acumen including tact, diplomacy, and the people skills necessary to relate and negotiate with the various constituencies impacting the position and the work of the department.

A strong team player and team leader as demonstrated by the following characteristics:

- Decisive but considers input prior to making a decision. Willing to learn, open to new ideas.
- Able to function in circumstances that are at times chaotic, addressing multiple issues simultaneously.
- Capable of giving direct answers in response to difficult questions.
- Offers good dispute resolution skills.

V. RESPOND (in strict confidence):

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